

2016 Residential Assessment Conference by “Power of Attorney”

Click on the Start button when you are ready to start your Conference.

Online Conference Home Check Conference Status Tutorial Help

PVA Online Conference

Start Your Online Conference by clicking on the blue button:

[Start Online Conference »](#)

Do you need help filing your Conference?
Check out our screenshots to walk you through the Conference
[Learn more »](#)

Help & FAQ
Need Help Filing a Conference? Check our Help Section and Frequently Asked Questions to help you file your Conference appropriately
[Learn more »](#)

Enter your 12 digit Parcel ID number or Property Address.

After entering your address or Parcel ID, choose your property by clicking once on the line below containing the correct address.

Enter an Address or Parcel ID

(After entering your address or Parcel ID click on the line below containing the correct address.)

Property Address	Parcel ID

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Information Verification:

If the Ownership information, Property Address and Parcel ID described is the property you plan to submit an online Conference, click “Yes”.

If this is not your property click “No”.

Is This The Correct Property?

Title	Descriptions
Parcel ID	
Owner(as of January 1st)	
PropertyAddress	
PropertyType	101 Agricultural w/dwelling
Neighborhood	918124
District	161012
PVA Assessment	\$1,762,670

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Before you continue, please read both the “Residential Assessment” and the “Conference Process”:

From this screen you will be able to download and complete the PVA Property Comparison Worksheet. Please save a copy to your computer before you begin your Assessment Conference. During the Conference, you will be able to upload the worksheet. When ready, click the “I accept” button.

Residential Assessment

The Jefferson County PVA estimates value for over 260,000 residential properties. To accomplish this task, automated valuation models are generated using a computer assisted mass appraisal (CAMA) system. The CAMA system uses the cost approach in conjunction with data from valid "arm's-length" transactions to study specific neighborhoods. The Residential Department is staffed with trained deputies who review more than 32,000 transfers of residential parcels each year. These transfers are examined and characteristics such as size, age and location are analyzed to estimate value. To ensure a fair and equitable assessment, the CAMA system is monitored and updated with recent sale information.

Conference Process

By law (KRS 133.120), property owners (or their authorized representatives) have the right to appeal their assessment each year during the annual open inspection period. A person representing a property owner before the PVA must present written authorization from the property owner which sets forth his or her professional capacity and must disclose to the PVA any personal or private interests he or she may have in the matter, including any contingency fee arrangements. Attorneys are not required to disclose the terms and conditions of any contingency fee arrangement. An authorized representative must be qualified as required by the Kentucky Department of Revenue and submit evidence of such qualification to the PVA Office at the time of the Online Conference. A list of qualifications approved by the department can be found [here](#).

YOUR ONLINE CONFERENCE MUST INCLUDE DOCUMENTATION THAT SUPPORTS YOUR OPINION OF VALUE.

Examples of supporting documentation are:

- A full appraisal of your property
- Interior/exterior photos of your property
- Your homeowner's or commercial property owner's insurance policy
- Your listing contract if your property is currently for sale.
- Estimates of repairs
- Original construction costs or costs of additions or improvements to your property
- Documentation of recent comparable sales (not assessments) that are similar to your property in size, condition, location and other characteristics (sales should be within the last 2 years of the current assessment date) ([Download Sales Comparison Form](#)).
- Documentation of land characteristics that support floodplain, environmental contamination, deed restrictions, easements, etc.
- Lease contracts for rental properties
- Income and expense statements for the last 3 complete calendar years for commercial properties

If your appeal is based on condition or incorrect property characteristics, please provide photos or other documentation that supports correct characteristics or condition. If your appeal is based on recent comparable property sales, the Property Comparison Worksheet ([Download Sales Comparison Form](#)) is a **useful tool when comparing similar properties**. Common similar property characteristics to consider are:

- Property Type
- Exterior Construction (brick, bedford stone, frame, vinyl)
- Year Built
- Living Space Total Square Footage
- Finished or Unfinished Basement
- Garage (1 car, 2 car, 2.5 car)
- Number of Full and/or Half Bathrooms
- Type of Heating or Cooling

SUPPORTING DOCUMENTATION SHOULD BE PREPARED PRIOR TO STARTING AND UPLOADED AT THE APPROPRIATE PAGE WHEN SUBMITTING YOUR CONFERENCE. Document types which may be uploaded are PDF, image files (preferably JPG), Microsoft Word documents, and Microsoft Excel documents. You may choose to mail your supporting documentation to our office within one business day following submission of your Online Conference.

I have read and understand the information provided by the Jefferson County Property Valuation Administrator.

Where to find recent comparable property sales

Recent sales should be within the last 2 years of the current assessment date. The sales search service on the PVA website <http://jeffersonpva.ky.gov> is available to the public free of charge two weeks prior to and during the Open Inspection Period (OIP). The 2016 OIP begins on 4/22/2016 12:00:00 PM and ends on 5/16/2016 4:00:00 PM. You can visit the Customer Service Department of the PVA Office or any branch of the Louisville Free Public Library two weeks prior to and during the OIP to obtain sales from our sales search service at no cost. A fee is required for printouts obtained from our Customer Service Department. Sales may also be obtained from local real estate agents, real estate appraisers, mortgage brokers and newspapers.

When ready, click the “I accept” button.

Back To Search

I Accept

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

This is what the Residential Sales Comparison Worksheet looks like.

Fill out the information below with three comparable sales, including property address, sale date and sale price.

Save the Sale Comparison Worksheet when finished. During the Conference, you will be able to upload the worksheet.

Sales Comparison Worksheet				
Property Type: Residential				
<p>Use this form if conference is based on comparable sales. Find Sales of Properties that are similar to your property as possible. Common characteristics to consider are:</p> <ul style="list-style-type: none">• Property Type (Bi-Level, Number of Stories)• Exterior Construction (Brick Veneer, Frame)• Total Square Feet (Living Area, Finished Walk-Out, Finished or Unfinished Basement)• Garage or Not• Year Built• Number of Bathrooms• Central Heat• Central Air				
<p>Where to find recent comparable sales:</p> <p>Recent sales should be fair arm's length transactions and should be within the last 2 years of the current assessment date. The sales search service on the PVA website http://jeffersonpva.ky.gov/ is available to the public free of charge starting 4/22/2016 at 12:00 p.m., EDT and ending on 5/16/2016 at 4:00 p.m., EDT. The sales search service is also available free of charge during this time period at the Customer Service Center of the PVA Office and at any branch of the Louisville Free Public Library. A fee is required for printouts obtained from our Customer Service Center. Documentation of sales may also be obtained from other sources such as local real estate agents, real estate appraisers, mortgage brokers and newspapers.</p> <p>http://jeffersonpva.ky.gov/</p>				
<p>If your conference is NOT based on comparable sales, this form is not necessary. If your conference is based on condition or incorrect property characteristics, please provide photos or other evidence to support your opinion of value.</p>				
	Your Property	Sale #1	Sale #2	Sale #3
Property Address				
Parcel ID				
Sale Price				
Sale Date				
Above Grade (Finished) SF				
Above Grade (Unfinished) SF				
Total Above Grade SF				
Below Grade (Finished) SF				
Below Grade (Unfinished) SF				
Total Below Grade SF				
Sale Price / Above Grade SF				

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Read the Property Assessment Conference Process. When ready, click the “I accept” button.

Conference Process

ID:

Property Assessment Conference Process

Any person receiving compensation to represent a property owner at a Conference with the Property Valuation Administrator for a real property assessment shall be an attorney, a certified public accountant, a certified real estate appraiser, a Kentucky licensed real estate broker, an employee of the property owner, or any other individual possessing a professional appraisal designation recognized by the Department of Revenue. A person representing a property owner before the Property Valuation Administrator shall present written authorization from the property owner which sets forth his or her professional capacity and shall disclose to the Property Valuation Administrator any personal or private interests he or she may have in the matter, including any contingency fee arrangements. Provided, however, attorneys shall not be required to disclose the terms and conditions of any contingency fee arrangement. After submitting a Conference, any taxpayer who disagrees with the resulting PVA assessment may appeal that assessment to the Local Board of Assessment Appeals. The taxpayer shall appeal his or her assessment by filing in person or sending a letter or other written petition to the **COUNTY CLERK** stating the reasons for appeal, identifying the property for which the appeal is filed, and stating the taxpayer's opinion of the fair cash value of the property. The appeal shall be filed no later than one (1) workday following the conclusion of the inspection period provided for in KRS 133.045.

If you wish to read the KRS statute, it can be found here: <http://www.lrc.ky.gov/KRS/133-00/120.PDF>

By clicking **'I Accept'** below, I certify that I have read the above statement.

When ready, click the “I accept” button.

Back

I Accept

Who is the Conference being held with?

If you are the representing the Owner as Authorized Power of Attorney, click the Authorized Power of Attorney icon

Conference will be held with?

ID


Owner


Authorized Representative


Authorized Power Of Attorney

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

You must Upload your Power of Attorney document(s) that gives you the right to represent the owner(s) of the property. To accomplish this, press “Choose File” below to select the file on your computer that contains your Power of Attorney document – then press “Upload File” to complete the upload. If you have multiple files, repeat the process. The uploaded file(s) will be listed below. Once complete, press “Next” to continue.

Power of Attorney Letter Upload

You must Upload your Power of Attorney document(s) that gives you the right to represent the owner(s) of the property. To accomplish this press "Choose File" below to select the file on your computer that contains your Power of Attorney document then press "Upload File" to complete the upload. If you have multiple files repeat the process. The uploaded file(s) will be listed below. Once complete press "Next" to continue.

Upload Power of Attorney Document

Select File:

Choose File

No file chosen

Upload File

My Uploaded Power of Attorney Document(s)

File Name	Documentation Type	Upload Date And Time	
Desert.jpg	Power of Attorney	4/20/2016 9:51 AM	Delete

Next

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

The Authorized Power of Attorney will need to fill in all the required fields.

Representative Information

Representative Name *

Representative Name

Address 1 *

111 My Street

Address 2

ie. Suite 16

Zipcode *

40204

City *

LOUISVILLE

State *

(ie. Kentucky)Kentucky

Daytime Phone *

(55) 555 - 5555 Ext

E-mail *

youremail@gmail.com

*Denotes required field.

Back

Next

This Message will pop up and ask “Is the Email you entered correct? If you agree, click “OK. To change – click “Cancel”.

Message

Is the Email you entered correct?
youremail@gmail.com

To agree click -"OK"

To change click- "Cancel"

Cancel

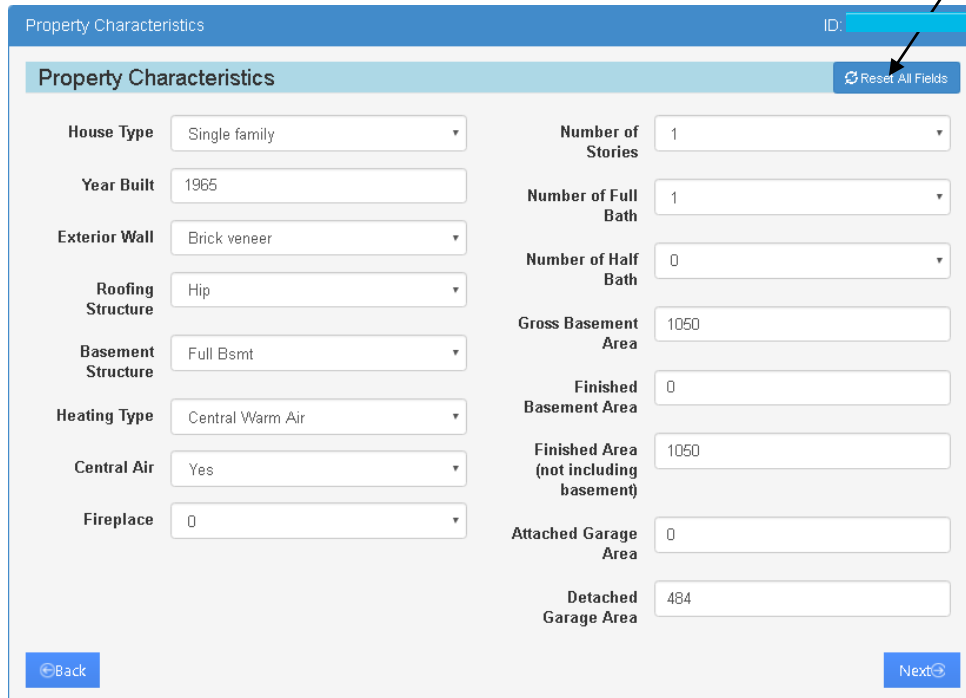
OK

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Property Information:

Make changes to the Property Characteristics as needed. The PVA Office will review changes made to the property characteristics.

When finished – click the “Next” button. You have the opportunity to “reset all fields” to their original information.



The screenshot shows a web form titled "Property Characteristics". At the top right, there is an "ID:" field. Below the title bar, there is a "Reset All Fields" button. The form contains two columns of input fields. The left column includes: "House Type" (Single family), "Year Built" (1965), "Exterior Wall" (Brick veneer), "Roofing Structure" (Hip), "Basement Structure" (Full Bsmt), "Heating Type" (Central Warm Air), "Central Air" (Yes), and "Fireplace" (0). The right column includes: "Number of Stories" (1), "Number of Full Bath" (1), "Number of Half Bath" (0), "Gross Basement Area" (1050), "Finished Basement Area" (0), "Finished Area (not including basement)" (1050), "Attached Garage Area" (0), and "Detached Garage Area" (484). At the bottom left is a "Back" button and at the bottom right is a "Next" button. An arrow points from the text above to the "ID:" field and the "Reset All Fields" button.

Property Characteristics	
House Type	Single family
Year Built	1965
Exterior Wall	Brick veneer
Roofing Structure	Hip
Basement Structure	Full Bsmt
Heating Type	Central Warm Air
Central Air	Yes
Fireplace	0
Number of Stories	1
Number of Full Bath	1
Number of Half Bath	0
Gross Basement Area	1050
Finished Basement Area	0
Finished Area (not including basement)	1050
Attached Garage Area	0
Detached Garage Area	484

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Supporting Comments:

Enter your “Opinion of Value” for the property being Conferenced.

Write a statement explaining why you believe the assessment should be changed.

Supporting Comments

ID:

Owner Opinion of Value

Opinion of Value:

\$

35,000

Supporting Comments

(Note any Other Documentation, Characteristics Differences, and Comments that support your Opinion of Value.)

Note: If you have a large comment we suggest you use a word processor and upload its file on the Supporting Documents.

Enter information you would like to tell the PVA to support your Opinion of Value.

I

Back

Next

When done click the “Next” button. A message box showing your opinion of value will appear.

Click OK to accept – or cancel to make changes.

Message

Is the Opinion of Value you entered correct?
\$35,000

To agree click -"OK"

To change click- "Cancel"

Cancel

OK

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Supporting Documents:

Here you have the option to “Upload”, “Mail in/Walk In” documents supporting your assessment Conference or “None Provided”. The default is “None Provided”.

Items to upload may be: Appraisal, Income, Sales, Pictures or Other (Listing Contract, Property Insurance Policy, and anything else that will support your opinion of value including the comparison worksheet).

- 1 Choose your document Type from the drop down menu
- 2 Click on Choose File – browse to your file
- 3 Click on Upload File.

Repeat these steps until you have uploaded all files

Click Yes if you have additional documentation that you need to MAIL IN / WALK IN.

Mail In/Walk In Policy Guidelines:

- In order to **finalize** your Online Conference, please **immediately** mail or hand-deliver your supporting documentation to the PVA Office.
- **All supporting documentation mailed or hand-delivered must be received by the PVA office by the legal deadline of May 16, 2016 by the close of business at 4:00 PM EDT**

When Finished – **click “Next”**

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Choose MAIL IN / WALK IN if you have documentation that you have not or cannot upload.

Mail In/Walk In Policy Guidelines:

NOTE: If you uploaded any supporting documents, they will be lost. Uploaded authorization or qualifications will not be lost.


Click Back if you have documents to upload **AND** have Mail in/Walk in items. Choose Upload and follow steps from above.


Supporting Documents


ID:

To download a blank Sales Comparison Worksheet click this link: [Download Sales Comparison Worksheet](#)

Add Supporting Documents


Upload


Mail in/Walk in


None Provided

Important Notice for Mail in / Walk in

Please read all policy guidelines that follow.

Note: If you uploaded any supporting documents they will be lost. Uploaded authorization or qualifications will not be lost.

In order to **finalize** your Online Conference please **immediately** mail or hand-deliver your supporting documentation to the PVA office.

All supporting documentation mailed or hand-delivered must be received by the PVA office by the legal deadline of May 16, 2016 by the close of business at 4:00 PM, EDT.

Send all documents to the Address Below:
Jefferson County PVA Office
Attn: Conference Supporting Documentation
Glassworks Building 815 W. Market Street, Suite 400
Louisville KY, 40202-2654

Back


Next


Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.


Supporting DocumentsID: [REDACTED]

To download a blank Sales Comparison Worksheet click this link: [Download Sales Comparison Worksheet](#)

Add Supporting Documents


Upload


Mail in/Walk in


None Provided

Back

Next

If you choose “None Provided” (the default) – and **click Next** – you will receive the message below

Message

Are you sure you don't have any documents to upload or mail/walk in?

To agree click -"OK"

To change click- "Cancel"

Cancel

OK

Click OK to continue or **Cancel** to return

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Conference Review:

You have the option to edit any portion of the Conference at this time. If the information is correct, type your name in the “**Signature**” area and click on “**Submit**”.

Conference Review

ID:

Property Information

Owner (as of January 1st):

Class:

510

Property Address:

Neighborhood:

320112

PVA Assessment:

\$1,114,000

District:

100023

Parcel ID:

Representative Information

Edit

Representative Name

Representative Name

Mailing Address

111 My Street

LOUISVILLE, KY 40204

Email

youremail@gmail.com

Phone

(555) 555-5555

Power of Attorney Documents

Edit

File Name	Documentation Type	Upload Date And Time
Desert.jpg	Power of Attorney	4/20/2016 9:51 AM

Property Characteristics

Edit

House Type:

Single family

Number of Stories:

1

Year Built:

1945

Number of Full Bath:

1

Exterior Wall:

Wood siding

Number of Half Bath:

0

Roofing Structure:

Gable

Gross Basement Area:

0

Basement Structure:

Full Crawl

Finished Basement Area:

0

Heating Type:

Central Warm Air

Finished Area (not including basement):

1216

Central Air:

No

Attached Garage Area:

0

Fireplace:

0

Detached Garage Area:

0

Owner Opinion of Value and Supporting Comments

Edit

Owner's Opinion Value:

\$35,000

Supporting Comments:

Enter information you would like to tell the PVA to support your Opinion of Value.

Supporting Documents

Edit

File Name	Documentation Type	Upload Date And Time
Jellyfish.jpg	Income	4/20/2016 10:22 AM

Signature

I, My signature, declare that any information I have provided is true to the best of my knowledge. My typed signature is considered legally binding.

Signature*

My signature

NOTE: You must receive a "Confirmation Page/Number" for the submit to be successful !!!

Submit

Your Conference is now complete.

It is recommended you “print a copy” of your Conference.

The Confirmation Number will be needed to check the status of your Conference.

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.


If you encounter any problems and require additional support, please call (502) 574-6224 during regular business hours.

PVA Conference Record Confirmation

ID: [REDACTED]

Confirmation
Your Conference has been submitted to the PVA

To print a copy of your Conference for your records press the button below.



[PRINT YOUR CONFERENCE](#)
[CLICK HERE](#)

Confirmation Number: PVA [REDACTED]
Parcel ID: [REDACTED]
For additional support, please call 502.574.6224
Send all documents to the Address Below:

Jefferson County PVA Office
Attn: Conference Supporting Documentation
Glassworks Building 815 W. Market Street, Suite 400
Louisville KY, 40202-2654

Done

Please keep a copy of the 2016 Residential Conference form for your records.
After printing – please [click on Done](#).

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Your Conference Record



Jefferson County PVA
Property Valuation Administrator
(502) 574-6224

2016 Residential Conference

Confirmation Number: PVA

Current Owner

Mailing Address

LOUISVILLE, KY 40208-1010

Phone Number

(555) 555-5555

Email

Time & Date

: 4/19/2016 1:18 PM

Parcel ID

Property Address

Property Type

: 510 Res 1 family dwelling

Owner Opinion of value	\$35,000
PVA Assessment	\$43,010

Characteristic	PVA Record	Submit Record	Change?
House Type	Single family	Single family	No
Year Built	1928	1928	No
Exterior Wall	Brick	Brick	No
Roofing Structure	Gable	Gable	No
Basement Structure	Full Bsmt	Full Bsmt	No
Heating Type	Central Warm Air	Central Warm Air	No
Central Air	Yes	Yes	No
Fireplace(s)	0	0	No
Number of Stories	1.5	1.5	No
Number of Full Baths	1	1	No
Number of Half Baths	1	1	No
Finished Area (not including basement)	1440	1440	No
Gross Basement Area	864	864	No
Finished Basement Area	0	0	No
Attached Garage Area	0	0	No
Detached Garage	660	660	No

Comment:

Enter information you would like to tell the PVA to support your Opinion of Value.

Document Uploaded: Yes

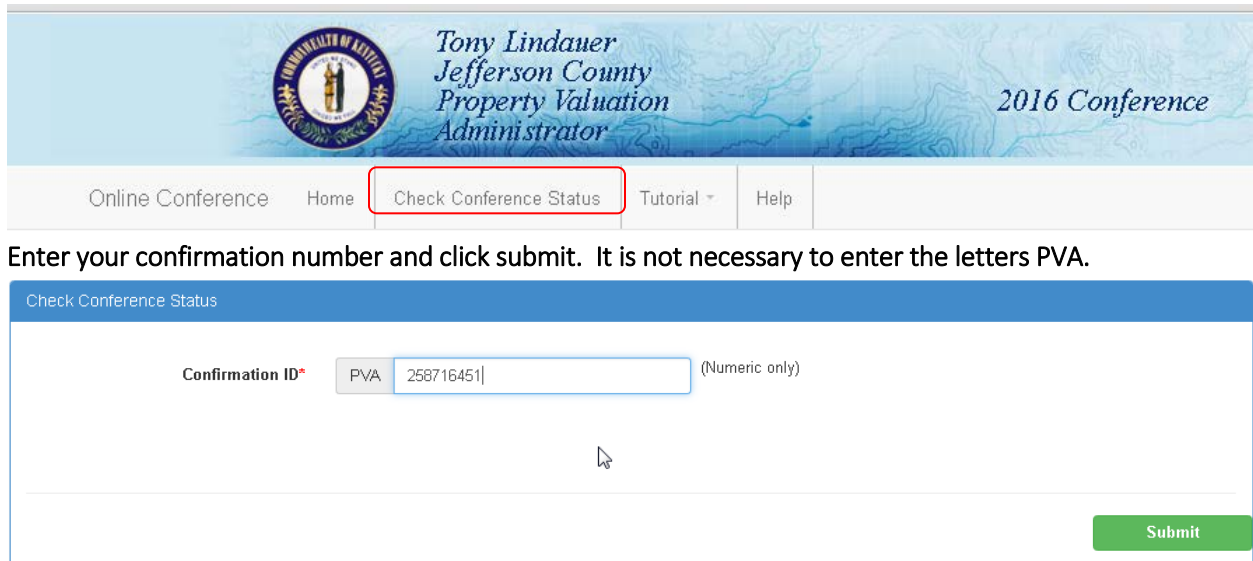
List of uploaded supporting documents

File Name	Documents Type
Chrysanthemum.jpg	Supporting Document

Document To Be Mailed: No

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Once your Conference is filed with the Jefferson County PVA's Office, you can Check the Status of your Conference. Click on Check Conference Status, and enter your PVA Confirmation Number. You can also access the Check Conference Status by visiting our website at <https://jeffersonpva.ky.gov/> -PVA Online Conference



Online Conference Home **Check Conference Status** Tutorial Help

Check Conference Status

Confirmation ID* PVA 258716451 (Numeric only)

Submit

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.

Possible Statuses

First phase of the Conference – Acceptance of the Conference.


Acceptance	Initial Review	Decision
------------	----------------	----------

On **4/18/2016 1:44 PM** you filed an Online Conference for your property located at : **Parcel ID:** [REDACTED]

[REDACTED]
LOUISVILLE, KY 40216

The Conference has been accepted and is waiting for review.

Second phase of the Conference – being Reviewed

Acceptance	 Initial Review	Decision
------------	---	----------

On **3/30/2016 2:54 PM** you filed an Online Conference for your property located at : **Parcel ID:** [REDACTED]

[REDACTED]
LOUISVILLE, KY 40208

The Conference is under review.

Third phase of the Conference – a decision has been made and an email (if provided) has been sent and a printed copy will be sent through the mail.

Acceptance	Initial Review	Decision
------------	----------------	----------

On **3/29/2016 8:41 AM** you filed an Online Conference for your property located at : **Parcel ID:** [REDACTED]

[REDACTED]
LOUISVILLE, KY 40241

Click on the button below to download your Conference Result:

[Download Result](#)

Disclaimer: Your Conference is not officially filed until you submit the Conference and you get a confirmation number.